CareerTech Testing Center













FY21-22 Statistics

- ➤ Administrations 49,762 (in-state, high stakes, out-of-state)
- ightharpoonup CRCs -3,025
- >Test Sites:
 - 205 competency
 - 48 high-stakes/licensure
 - 4 onsite skills testing for ALS-Psychomotor
 - 1 online proctoring
 - 84 out-of-state













Competency Programs

- ➤ Competency Programs Testing Process
 - Work in conjunction with various technology centers, high schools, middle schools, and Skills Centers to provide a testing platform for state-approved testing for competency programs & life skills at no cost (cost savings to Oklahoma - \$287, 670)
 - Onboard Liaisons/Proctors to oversee testing at their locations and to provide support during the testing process (need liaisons to sign-up in September/January – basically at the first of the semester testing will occur)
 - Process roster request and scheduling for all competency testing
 - Process results & certificates for all competency testing













Competency Programs – Liaisons

- > Typically, Testing Liaisons are:
 - Counselors or guidance staff
 - Assessment center personnel
 - Administrators or administrative support
- > Responsibilities include:
 - Knowing and following all CareerTech Testing Center (CTTC) policies and procedures when administering tests and distributing results
 - Maintain Test Security/Confidentiality
 - Provide testing information needed through roster submissions
 - Work with instructors to schedule testing













Competency Programs – Liaisons

- ➤ Onboarding Process:
 - Complete Testing Liaison Basic Training
 - Complete Registration
 - Administrator completes Designation form
 - Login Information to testing platform and sFTP provided to Liaison
 - ✓ Liaison may have proctors (main contact will always be liaison)
 - Complete Proctor Basic Training
 - Complete Registration
 - Liaison completes Designation form
 - Liaison submits complete roster templates through sFTP
 - CTTC loads students into system provides logins and schedules
 - Roster(s) returned to Liaison through sFTP system for testing













- ➤ Competency Programs Assessment Certification Creation/Maintenance
 - Oversee 114 assessments across various program areas
 - Requires using analytics to drive test reviews with SMEs
 - ✓ Need program areas help to reach instructors in different areas to help write questions, help with standard reviews & review test banks
 - ✓ Reviews will take place in the Fall if possible for the updates to appear the following Fall cycle
 - Requires the use of a rating system Frequency/Criticality to help weight each standard/task to determine the number of questions required for the test
 - ✓ Helps instructors determine the areas of higher significance and can help direct instruction by showing areas that are weighted more heavily
 - ✓ If a standard area has a F/C rating of 3/3, it will be covered on the assessment. In turn, a rating of 1/1 will not be covered or may only have a single question that might cover the area













- ➤ Licensure/Certification Exams HPCP Coordinators
 - Train/monitor local test site personnel (including CSOs if applicable)
 - Ensure the security of testing materials & verifies all policies/procedures are followed
 - Coordinate HPCP test registration, collecting fees, & administration
 - Score clinical skills examinations (if applicable)
 - Distribute results to candidates
 - Maintain testing records













- ➤ Agency Partners Assessment Certification Creation/Maintenance (15 partners)
 - Oversee the creation & maintenance of licensure/certification exams 80 exams
 - Work in conjunction with agency partners to review licensure exams and add items as needed to item banks
 - Provide statistical reporting as contracted per calendar year
 - Process results & transmit to agency partners daily in various formats
 - ✓ Includes data verification for required fields and ensuring candidates tested correctly according to documents received by test site
 - Contract with network of HPCP test sites in technology centers across the state to provide registration, document intake, and proctoring services for licensure candidates
 - ✓ Onboard HPCP test site coordinators/staff that assist with the licensure exams at their local sites
 - ✓ Oversee the approval of Clinical Skills Observers for clinical skills scenario testing
 - ✓ Oversee skills testing for ALS-Psychomotor exams AEMT & Paramedics













- **≻**Accommodations
 - Certification Assessments (End-of-Instruction)
 - ✓ No Request form required left up to local test site to provide needed accommodations available, since test are untimed
 - ✓ Ability to have a reader for instructions/test items (software allowed too)
 - ✓ Ability to have someone answer the questions on screen
 - ✓ Extended time
 - ✓ Ability to divide the test session into segments before final submission
 - ✓ Ability to use a digital calculator
 - ✓ Various seating request separate of other testers, small room, etc...
 - ✓ Service animals













- **→** Accommodations
 - Licensure/Certification Exams (Occupationally required by governing agency)

 these accommodations are available as long as they do not override existing law or regulations put in place by the licensing agency/legislation
 - ✓ Request form required documentation required as needed based of governing agency requirements/request
 - ✓ Ability to have a reader for instructions/test items (new option coming for software to be used within testing platform)
 - ✓ Ability to have someone answer the questions on screen
 - ✓ Extended time
 - ✓ Ability to divide the test session into segments before final submission
 - ✓ Ability to use amplified stethoscopes and digital blood pressure cuffs for skills testing exams
 - ✓ Ability to use a digital calculator
 - ✓ Various seating request separate of other testers, small room, etc...
 - ✓ Service animals













- Accommodations
 - Examples of documentation
 - ✓ Recommendations of qualified professionals
 - ✓ Proof of past testing accommodations
 - ✓ Observations by educators
 - ✓ Results of psycho-educational or other professional evaluations
 - ✓ An applicant's history of diagnosis
 - ✓ An IEP or Section 504 plan (We do not need to see either document. We only need an individual that has access to provide a letter stating the accommodation is documented within.)
 - As per ADA guidelines for testing accommodations, we limit our request for documentation to one item and we generally evaluate the testing accommodation request based on that document without requiring further documentation from the individual making the request.
 - Example of law/regulations put in place by licensing agency
 - ✓ Certified Nurse Aide exam can be read to a candidate
 - ✓ Class D, Motorcycle, CDL exams can be read to a candidate
 - ✓ Certified Medication Aide exam cannot be read per the legislation in 677
 - ✓ EMR exam cannot be read per agency guidelines













Approved Assessment List

- >Approved Assessment List, items in CTIMS, Credentials Book
 - Assessments submitted by program areas that align with program objectives
 - Will be an electronic approval process for FY23-24
 - Provides information on each assessments vendor, O*NET job codes, endorsers, objective alignment to standards, etc...
 - Items on the list are then used for real-time and general follow-up in CTIMS
 - Items used to issue digital badges to students
 - Classifies the type of assessment/credential being earned:
 - Licensure right to work, issued by state/government agencies
 - Certification issued by professional organization or other non-governmental body, requires demonstrating competency to do a specific job
 - Micro-credential (skill) awarded for completion of as training or series of courses, issued for specific skill set













Approved Assessment List

- ➤ Good To Know Info
 - Who can be an endorser?
 - ✓ endorsed by a nationally recognized trade association or organization representing a significant part of the industry or sector, where appropriate
 - ✓ major industry entity has determined that the credential encompasses the skills, knowledge and abilities required by people entering a job area in order to be successfully employed as entry level workers
 - The Standard Setting Organization can be the same as the test vendor
 - If a school has to purchase instructor training or a license to access the certification to provide it to students, then that is the price we list for the certification













Approved Assessment List

- ➤ Good To Know Info
 - Request Process
 - ✓ A request should be made by a school/vendor to the program area
 - ✓ The credential(s) should be reviewed to determine if currently in use by a school or needs to be
 - ✓ A request is submitted by a program specialist or program manager to be approved
 - The request should include the cost, endorser, standard setting organization, testing vendor, how the exam is administered (procedures for proctors, etc...), SOC codes, etc...
 - ✓ The completed request is reviewed by the Assessment Manager to determine assigned code, that all information is accurate, etc...
 - ✓ The credential is then activated in CTIMS, added to the spreadsheet, added to the Credentials Book, and information provided to Badging Specialist to determine if badge will be assigned







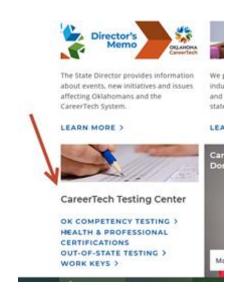






How to Find Us:

- >www.okcttc.com
- >www.okhcp.com
- >www.okworkkeys.org



Certification Info

https://oklahoma.gov/careertech/educators/certifications-andbadging/certifications.html











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Certifications & Badging

Any other Questions?



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